

**TOWN OF RICHMOND
PUBLIC WORKS DEPARTMENT
APPLICATION FOR ENTRANCE**

Application/Permit No. _____ Date _____

Return to:
**TOWN OF RICHMOND
26 GARDINER ROAD
RICHMOND, ME 04357**

ATTN: PUBLIC WORKS DEPT

Owner Information:
Name _____
Street & No. _____
City _____
State & Zip _____
Telephone _____

In accordance with Title 23, Revised Statutes Annotated, Application is hereby made to construct an entrance to my property on the (North) (South) (East) (West) side of Town Road/Highway Rte. No. _____ in the Town of Richmond a point
(Circle Appropriate Direction)
point about _____ ft. (North) (South) (East) (West) from _____ for the following purpose:
(Circle Appropriate Direction) (Town Line, Road, or other)

Residential , Commercial , Industrial , Or Other Land Use
Description _____

INFORMATION REGARDING TO THE LOCATION OF THE REQUESTED ENTRANCE(S):

1. Frontage of lot along highway _____ ft. 2. Depth of Lot _____ ft.
3. Number of Entrances requested _____ 4. Proposed width of Entrance(s) _____.
2. Setback from center of Highway: (A) to Buildings _____ ft. (B) to Other Structures _____ ft.
3. The surface on the proposed driveway is to be _____.
4. Construction desired to commence on _____ 20_____ and to be completed on _____ 20_____.
5. Is this entrance part of a project/development requiring a D.E.P. Site Location Permit? Yes _____ No _____

THE PERMIT HOLDER HEREBY AGREES:

- (1) To provide, erect and maintain all necessary barricades, lights, warning signs and other devices to safeguard traffic properly while to work is in progress.
- (2) That the highway will at no time be closed to traffic.
- (3) The entrance will be located and constructed in accordance with the entrance standards included herein.
- (4) To Notify the Public Works Department at least 24 hours before starting work on the entrance.
- (5) To maintain said entrance and approach in accordance with this permit.
- (6) FURTHER CONDITION OF THE PERMIT: the permit holder shall well and truly pay all damages, fines, and penalties for which he shall become liable, and shall indemnify and save harmless said Town against all suits, claims, damages, and proceedings of every kind arising out of the construction and maintenance of said entrance and approach, including snow removal.
- (7) To limit workdays in the hours between 7:00 A.M. and 6:00 P.M.
- (8) The Applicant holds Utility Location Permit No._____. (Dig Safe)
- (9) The Applicant is required to make a payment of \$250.00, prior to the issuance of this permit. The applicant is required to purchase the first culvert.

DATE

SIGNATURE OF OWNER

AMOUNT PAID

DATE

PLEASE NOTE: Title 23 § 705 MRSA defines culvert responsibility with respect to driveway/entrance culverts.

**Sketch or blueprint is required as a part of the application.
(Show description from town line, road intersection or other identifying landmark.)
On site mark off where proposed opening will be for inspection.**

SKETCH

INSTRUCTIONS

For securing a Permit

The owner of the property desiring to construct an entrance(s) connecting with any Public Way, State or State Aid Highway should forward the completed application and permit fee to the Richmond Public Works Department.

Public Works Department Comments and Inspection Page

Culvert Required: _____

Size: _____

Depth: _____

Comments:

Approval of location: _____
Date

Final inspection: _____
Date

SIGNATURE OF PUBLIC WORKS DIRECTOR

*Please note if the Public Works Director is not notified to perform the final inspection than The Town of Richmond can not be held liable for future repair, replacement, or maintenance.